

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2004 -2005

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Glendale

PHA Number: CA114

PHA Fiscal Year Beginning: (mm/yyyy) 07/2004

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website: <http://www.cdh.ci.glendale.ca.us>
- Other (list below)
Office of the City Clerk of Glendale
613 East Broadway
Glendale, CA 91206

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)
The Housing Authority's vision is to ensure that all neighborhoods in City of Glendale are quality, livable places that are free from blight, where residents feel safe, and can access resources and services which enhance their ability to support themselves, their families and the community.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
Implement incentives that attract rental owners to participate in the Housing Choice Voucher Program including energy-efficiency programs leveraging with the local utility company.

The PHA implemented an incentive program which reimbursed property owners for costs made to dwelling repairs identified by a housing quality standard inspector. A total of 333 applications were approved and more than \$300,000 was awarded under this program. The incentive grants

were funded with the City of Glendale's local redevelopment set-aside fund.

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score) 100
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

Implement measures to promote a safe and crime-free community by enforcing the provisions of the Quality Housing & Work Responsibility Act (Pub. L. 105-276) where the local housing authority is permitted to obtain criminal history

records and identification of persons subject to lifetime registration as sex offenders of current and prospective tenants receiving benefits under the Housing Choice Voucher for purposes of applicant screening, lease enforcement, eviction, and termination of assistance, where applicable.

To allow for a peaceful enjoyment of the neighborhood, the PHA will expand the definition of crimes as required by 24 CFR 982.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)
In selecting a family from the waiting list, the Housing Authority will give priority to a family who is:
 - (a) Homeless, living in a City shelter, & receiving ongoing supportive case management
 - (b) homeless victims of domestic violence
 - (c) victims of hate crime reprisals or families approved under a Witness Relocation protection program
 - (d) families displaced of their housing due to government action occurring in the community, and

- (e) U.S. Veterans and family, immediate family members of deceased veterans, and unremarried survivor spouses.

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

An Executive Summary of this Annual Plan is provided as an Attachment. The purpose of the Executive Summary is to assist the reader with reviewing the HUD Form 50075 Annual Plan by identifying all Section 8 housing choice voucher-related data and updates.

HUD Form 50075 is required by the U.S. Department of Housing and Urban Development to report the PHA Annual Plan. The form contains numerous sections and tables used to report “public housing” operated by local housing authorities. The Housing Authority City of Glendale does not operate public housing, and numerous blank sections and reporting tables are thereby omitted under the instructions of the form.

The Executive Summary is translated from English to Armenian and Spanish languages. To obtain a copy of the translations, please call the Section 8 administrative offices at (818) 548-3936.

Here are highlights from this PHA Annual Plan:

- The *Housing Needs of Families in the Jurisdiction* remains unchanged from the previous year Annual Plan. Until a revised Consolidated Plan is submitted and reviewed by HUD, the Housing Authority will continue to rely on the same demographic data supplied by the U.S. Census of 1990 currently used by the Community Development Block Grant Program *Consolidated Plan*.

- **Update:** *The Housing Needs of Families on the Section 8 Waiting List* is updated in this Annual Plan. The current number of applicant households is 10084. In the previous plan, the waiting list numbered 11,126. Based on the number of current applicants, there is no planned re-opening of the waiting list in FY 2004-05.
- **Update:** All admission policies remain unchanged from the previous PHA Annual Plan. Admission for assistance is available without regard to the waiting list for eligible households in the following categories: (a) Displaced by government action; (b) victims of domestic violence; (c) homeless families residing in transitional shelters under the City of Glendale’s continuum of care; (d) victims of hate crimes; and (e) victims of criminal reprisals or participants in an official witness relocation program. These preferences remain unchanged from the previous year(s) PHA Annual Plan. Under the Admission policies, U.S. military veterans or their immediate survivors are given preference over other families in accordance with California housing authority law.
- **Update:** *Improving community quality of life and economic vitality.* The PHA will expand the definition of crimes as required by 24 CFR 982.
- **Update:** *Strategies for Addressing Needs.* This Annual Plan addresses the expiration of the Moving Assistance Grant for program tenants and the Dwelling Repair Grant for program property owners. Both Section 8 “incentive” grants were entirely funded with the City of Glendale’s local redevelopment set -aside fund for housing. All other strategies continue unchanged.
- **Update:** Section 8 tenants and owners are eligible to participate in the City of Glendale Water & Power Department’s new refrigerator replacement program in FY 2004-05. The program is funded with the utility company’s public benefit program. The objective of this new program is to replace aging refrigerators with energy-efficient models, and to reduce the cost of energy consumption among lower income residents in the City.
- **Update:** *The Statement of Financial Resources* is updated in this plan to reflect a projected \$15,879,725 in revenue for rental-assistance programs. This includes \$12,848,725 in HUD Section 8 funding, and \$2,389,000 in Section 8 funds received by other local housing authorities who issued Section 8 vouchers to qualified families, and the eligible families successfully secured a dwelling in the City of Glendale. Under the Section 8 federal rules of portability, the Housing Authority of the City of Glendale administers the Section 8 voucher as a “receiving” housing authority for the initiating agency. In FY 04-05, Glendale Housing Authority is expected to serve more than 1400 families under portability. This plan also reflects the projected fraud recovery through the various methods of repayments from program participants.
- **New:** This plan includes the extension of valid third-party verification to be 120 days of recertification and the expansion of policy to conform with the definition covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA).
- **Update:** *Section 8 Rent policies.* The Section 8 payment standards for dwellings by bedroom number are set at 111% of the published Fair Market Rent for Los Angeles County. This exception rent is available for the entire City of Glendale and was established at 111% through rent data conducted by the U.S. Department of Housing and Urban Development. Under HUD rules, the local housing authority may establish its voucher rent standards at 90-110% of the Fair Market Rent. HUD must authorize exceptions above 110% of the fair market rent.

- **Update:** *Section 8 Management Structure.* This Annual Plan is updated to reflect current staffing assigned to administer the program. In FY 2003-04, the following additions to staff were made: one Housing Technician (dwelling inspector); two (2) additional eligibility associate/advisors; one additional administrative assistant; and one hourly office service assistant.
- **Update:** The Section 8 Home Ownership option plan is in the final stages of being implemented. Under this new HUD permitted option, families may use the Section 8 voucher assistance towards payment of a mortgage. The program is expected to serve 10 or fewer families participating in the Section 8 Family Self-Sufficiency (FSS) program. HOME funds will be available to families to allow the units to be more affordable.
- **Update:** Family Self-Sufficiency statistical data is updated to reflect that there are sixty-six (66) families participating in the program (as of January 2004). The minimum program size established for Glendale by HUD is sixteen (16) families. This program subcomponent to encourage families to obtain skills needed to enter the workforce is funded under a separate HUD grant (Family Self-Sufficiency coordinator) reported under the Financial Resources section of this Annual Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- (a) **Attachment A**, Executive Summary - English language
- (b) **Attachment B**, Section 8 Resident Advisory Board Minutes – Comments made by Resident Advisory Board Members
- (c) **Attachment C**, Notification of Public Hearing publicized in local newspapers
- (d) **Attachment D**, Notification of the PHA Annual Plan & Public Hearing mailed to all property owners and program tenants

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	resident services grant) grant program reports	Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	8942	5	5	N/A	N/A	4	N/A
Income >30% but <=50% of AMI	6153	5	5	2	N/A	4	N/A
Income >50% but <80% of AMI	7193	5	5	2	N/A	4	N/A
Elderly	5576	5	5	2	4	3	3
Families with Disabilities	21,887	5	5	4	5	4	3
Homeless	447	5	5	2	4	4	4
White	104,989	5	5	2	N/A	N/A	N/A
Hispanic	24,717	5	5	3	N/A	N/A	N/A
African/American	431	5	5	3	N/A	N/A	N/A
Asian/Pacific Islander	8358	5	5	3	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Other	295	5	5	3	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	10084		120
Extremely low income <=30% AMI	6827	68%	
Very low income (>30% but <=50% AMI)	3085	31%	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	141	1%	
Families with children	4263	42%	
Elderly families	2451	24%	
Families with Disabilities	2085	21%	
White/Non-Minority	1485	15%	
White/Armenian	6342	63%	
African American	619	7%	
Hispanic	913	10%	
Asian/Pacific Is	258	>1%	
American Indian	29	>1%	
Other/Unknown	438	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 39 Months (Closed 1/01)			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
The Dwelling Repair Grant (DRG) was made available to Section 8 owners from February 2002 through June 30, 2004. The DRG program was an incentive program to reimburse for dwelling repairs performed to enable a unit to successfully pass the Housing Quality Standards inspection. During the extent of the program, 333 grants were approved and more than \$300,000 was paid out to property owners.

The Section 8 program owner and tenant base was selected to help market the utility company's latest public benefit program entitled, Cool Care, a low-income refrigerator replacement and recycling program intended to access new Energy Star refrigerators, and the benefits of reduced energy bills. Referrals of low-income Section 8 families will be made as the result of HQS inspections identifying dwelling refrigerators that no longer adequately cool perishable foods in Section 8 assisted units. A small co-pay of \$100 in 12 bi-monthly payments will be made by tenants on their electric bill. Section 8 owners taking advantage of this new resource will be asked to pay \$200 in 12 bi-monthly payments. The costs to fund Cool Care is under the local utility company's public benefit program funds. No Section 8 monies will be required.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Collaboration with other local housing authorities in the Fair Market Rent market area to increase fair market rents allowed by HUD to reflect actual market costs in the region.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
The PHA assigns the following preferences for applicants on the waiting list:
 - a. Single person 62 years or older;
 - b. Unable to work due to age.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 1. A TDD telephone is maintained in the housing agency's administrative office. The number is (818) 247-9705.
 2. Families with disabled members can obtain a no-cost grant to perform structural modifications to their dwelling units to enable the property to be handicap-accessible. There is no cost to the participating owner. The grant is \$7,500 using a combination of HOME funds and local redevelopment set-aside housing monies. If required work exceeds the maximum, Section 8 funds are available to pay costs over the allowable grant.
 3. The PHA is adding the definition covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA) for a program participant or applicant to be eligible for an additional bedroom accommodation.
 4. The PHA assigns the following preferences for applicants on the waiting list:
 - a. Unable to work due to disability.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
A Moving Assistance Grant approved by the Housing Authority 1/15/02 provided up to \$2,500 to financially needy applicants with vouchers and tenants to assist in move-in costs and security deposit charges to ensure families have resources to secure an eligible dwelling under the program. This program will conclude 6/30/04. More than 124 applications have been approved and more than \$57,840 has been awarded to eligible families.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)
Responsiveness to concerns of area property owners.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$12,848,725	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$62,000	
h) Community Development Block Grant	\$20,000	Fair Housing Council To assist applicants and tenants reporting illegal housing discrimination.
i) HOME	\$300,000	1 st Time Homebuyer gap funds for a Section 8 homeownership program
Other Federal Grants (list below)		
Shelter Plus Care	\$248,000	Homeless Disabled
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Portability Vouchers administered for other PHAs	\$13,055,770	
Fraud Recoveries	\$12,000	
Administrative Fees Earned	\$2,389,000	
5. Non-federal sources (list below)		
Total resources	\$28,935,495	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office

- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?

If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes

- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
 1. Verification of tenant vehicle registration through Dept. of Motor Vehicles;
 2. Verification of property owner;
 3. Verification of tenant finances and assets through a credit reporting agency;
 4. Expand the time period of valid third party verifications to 120 days of certification.
 5. Expand the verification procedures to conform with the definition covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA).
 6. To expand the circumstances when an eligible family qualifies for an additional bedroom size and subsidy size.
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
Rent history regarding tenant evictions. A verification to match number of proposed members of household on owner application is matching Section 8 verified household size. Owner may verify this information with the PHA only upon written request.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)
Housing Authority may plan application process using U.S. mail and/or designated postal mail box

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

1. If family unable to locate unit within payment standard and needs additional time;
2. When owner has offered a unit to a family that will become available for occupancy after the 60-day period;
3. To assist a family, including disabled members with special needs who require additional search time to locate a unit to accommodate the family's needs;
4. Families granted extensions up to six (6) months in order to search for eligible dwellings units due to low vacancy rates in the community;
5. To assist a family who has been hospitalized during the initial 60-day

period issued on a Housing Choice Voucher.

(4) Admissions Preferences

a. Income targeting

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (~~Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition~~)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
1. Families with disabled members;
 2. Single elderly persons age 62 or more.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the

same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (~~Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition~~)
- 1 Victims of domestic violence
- Substandard housing
- 1 Homelessness
- High rent burden
- 2 Veterans and Veterans families
- 1 Victims of reprisals

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Elderly single households (over age 62)
 - Families with disabled members

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

Notification to community based groups, religious organizations, and CDBG funded nonprofits and other organizations that serve lower income groups, disabled, elderly and homeless populations (Continuum of Care)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)
HUD-approved Exception Rent is established at 111% of FMR, city wide.

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

Community-wide vacancy rates and public or private rental housing studies made available for review. In addition, the Section 8 agency monitors rent comparables obtained from unassisted rental units to determine adequacy of payment standards.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

\$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

The Board of Directors of the HA is composed of all City Council elected members and 2 Tenant Members appointed from Section 8 participating families. The Section 8 staff is a unit within the City's Department of Community Development & Housing of the City of Glendale. The Section 8 staff is supervised by a Section 8 Administrator. Staff include a Community Development Supervisor, Administrative Analyst, three (3) Housing Inspector/Technicians, nine (9) Housing Advisors who perform eligibility and occupancy functions, a Family Self Sufficiency coordinator, two

Administrative Assistants, 2 salaried administrative support staff, two (2) hourly office services assistants, and one hourly Information Analyst who provides computer/technical support. Housing Integrity/program compliance is performed by two (2) part-time hourly investigators who are retired law enforcement detectives. The program's finances are provided by a City accountant funded partially by the Section 8 program who oversees all federal grants. The City Auditor performs systems and review of all program functions.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	1584	120
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually) Shelter Plus Care	9	2
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually) 1400 Portable Vouchers Administered for Other Housing Authorities (projected number for FY 04-05)	1400	120
TOTAL	2993	242

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or

eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
 - PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

Both parties may review written materials in advance of a hearing. The hearing officer is not a housing agency employee, rather, under contract with the L.A. County Bar Association Dispute Resolution Services. Under California law, administrative hearings issued by the housing agency may be further appealed under judiciary law. The hearings are recorded to provide transcriptions for use by the housing authority or hearing officer.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the

U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
	Occupancy by only the elderly <input type="checkbox"/>
	Occupancy by families with disabilities <input type="checkbox"/>
	Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	
	Approved; included in the PHA’s Designation Plan <input type="checkbox"/>
	Submitted, pending approval <input type="checkbox"/>
	Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
	<input type="checkbox"/> New Designation Plan
	<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	
	<input type="checkbox"/> Part of the development
	<input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations

Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	

(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

Preference for service as Tenant Member to the Housing Authority Board

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority

- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

- 1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and

other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Notapplicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
Self-nomination: Candidates register with the PHA and request to be considered for appointment under criteria established by the PHA board. Self-nominees are interviewed by the PHA Chair and/or vice chair.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)
Any recipient of PHA assistance who has been continually assisted with a housing choice voucher for at least twelve (12) months, and is in compliance with the Housing Choice Voucher Obligations of the Family.

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)
Current elected officials of Housing Authority & City Council and the second Section 8 Tenant Member.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: City of Glendale, California

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Housing Authority of the City of Glendale

Public Housing Agency Five Year Plan 2000-2004 & Annual Plan 2004- 05 for Section 8 Housing Choice Voucher Program

PRELIMINARY

Executive Summary

Mission:

To ensure that all neighborhoods in the City of Glendale are quality, livable places that are free from blight, where residents feel safe, and can access resources and services, which enhance their ability to support themselves, their families and the community.

*Prepared by the City of Glendale Department of Community
Development & Housing – January 2004*

ATTACHMENT A

Annual Plan – Fiscal Year 2004-05

Housing Needs of Families in the Jurisdiction*

Family Type	Number
Extremely Low income	8,942
Very Low Income	6,153
Low Income	7,193
Elderly	5,576
Families with Disabilities	21,887
Homeless (UPDATE)	447
White	104,989
Hispanic	24,717
African American	431
Asian/Pacific Islander	8,358
Other	295

*Sources: U.S. Census 1990, Glendale Consolidated Plan, Glendale Housing Element, and Glendale Coalition for the Homeless

Housing Needs of Families on the Section 8 Waiting List (**UPDATED**)

Waiting List Total	10084	100%
Extremely Low Income	6,827	68%
Very Low Income	3,085	31%
Low Income	141	1%
Families with Children	4,263	42%
Families with elderly members	2,451	24%
Families with Disabled members	2,085	21%
White/Non Minority	1,485	15%
White/Armenian surname	6,342	63%
Hispanic	913	10%
● African American	619	7%
● Asian/Pacific Islander	258	>1%
● American Indian	29	>1%
● Other/Unknown	438	4%

The waiting list is currently closed. The most recent enrollment was January 2001

Strategy for Addressing Needs

- To market the program to owners, particularly those outside of areas of minority and poverty concentration.
- Increase section 8 lease-up by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Collaborate with other local housing authorities in the Fair Market rent area to increase fair market rents allowed by HUD to reflect actual market costs in the region.
- To participate in the Consolidated Plan process to ensure coordination with broader community strategies.
- To apply for additional Section 8 units should they become available.
- To leverage affordable housing resources in the community through the creation of mixed-finance housing.
- To adopt rent policies to support and encourage work.
- To apply for special purpose vouchers targeted to the elderly, should they become available.
- To assist the elderly in need of supportive services through the City's case management program for the elderly.
- To notify the elderly on the housing authority's waiting list of how to apply for affordable new construction units that are project-based should they be developed.
- To affirmatively market to local nonprofit agencies that assist families with disabilities.
- To maintain a Telecommunication Device for the Deaf. The telephone number is (818) 247-9705 to assist persons with hearing disabilities access the Section 8 program.
- To provide families with disabilities a no-cost grant to perform structural modifications to their dwelling units to enable the property to be handicap-accessible. Both Section 8 funds and HOME funds will be made available.
- To market the section 8 program to owners outside of areas of poverty/minority concentrations.
- To expand the definition covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA) for a program participant or applicant who is requesting an accommodation.

Reasons for Selecting Strategies:

- Funding restraints
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA.
- Influence of the housing market on the PHA programs
- Results of consultations with the Resident Advisory Board.

Statement of Financial Resources (UPDATE)

Source	Planned Funding	Uses
Section 8 Rental Assistance	\$12,848,725	Rental assistance
Family Self Sufficiency	62,000	Case Management
Block Grants (CDBG)	20,000	Fair Housing services
HOME	300,000	To leverage funds for a first time homebuyer program for Section 8 participants
Shelter Plus Care	248,000	Homeless Disabled
Portability vouchers administered for other PHAs	13,055,770	Rental assistance
Fraud Recoveries	12,000	Rental assistance
Administrative Fees Earned	2,389,000	Rental assistance
Total Resources	\$28,935,495	

Section Eligibility

What is the extent of screening conducted by the PHA?

- Verification of tenant vehicle registration through State Motor Vehicles Department.
- Verification of legal property ownership.
- Verification of tenant finances and assets through a credit reporting agency.
- Expanding the time period of valid third party verifications to 120 days of certification.
- Rent histories previous evictions are supplied to prospective landlords upon request and acknowledgment of assisted tenants and applicants.

What is the extent of screening for criminal or drug-related activity conducted by the Housing Authority?

- Criminal or drug-related activity only to the extent required by law or regulation.
- The housing agency requires verification from the FBI through a finger print system to identify persons with violent criminal histories against persons or property and to identify persons under lifetime sex offender registration requirements.

Applicant Search Time for Eligible Dwelling

- Applicants are provided extensions on standard 60-day periods to search for a unit for up to six months.

Admissions Preferences

- The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 program to families at or below 30% of median area income.
- The PHA has established preferences for admission to Section 8 tenant-based assistance as follows:
 - *Displaced by government action (priority)*
 - *Victims of domestic violence (priority)*
 - *Homeless families residing in transitional shelters under the City's continuum of care (priority)*
 - *Victims of hate crimes (priority)*
 - *Victims of criminal reprisals and participants of official witness relocation programs (priority)*
 - *U.S. Military veterans and survivors/dependents of deceased veterans (highest preference)*

Residents who live or work in Glendale (preference)

Participants of job training programs or welfare to work (preference)

Working families or families unable to work due to age or disability

Households with disabled member(s) (preference)

Households headed by single elderly person age 62 or more (preference)

Extremely low income households (preference)

- Among applicants on the waiting list with equal preference status, applicants are selected by a computerized drawing
- The Waiting List is currently closed and not scheduled to reopen in FY 2004-05.

Section 8 Rent Policies

- **UPDATE** - The Section 8 payment standards for the program are set at 111% of the published Fair Market Rent for Los Angeles County.
- The Fair Market Rents are not adequate to ensure success among assisted families.
- Payment standards are evaluated annually for adequacy.
- Success rates of assisted families and rent burdens of assisted families are factors that the PHA will consider in its assessment of the adequacy of its payment standards.
- The minimum rent for assisted families is \$26-50. The PHA has adopted discretionary minimum rent hardship exemptions to the minimum rent paid by families.

Section 8 Management Structure (Planned)

Staffing	Number of Employees in Position
Director of Community Development & Housing*	.3
Administrator	1
Supervisor	1
Administrative Analyst	1
Eligibility Associates	9
Inspector/technician	3
Self Sufficiency coordinator	1
Program/Fraud compliance consultant**	2
Support/clerical staff	4
Inspection quality control*	.25
Accountants*	1.25
Information technician*	.25
Administrative Assistants	2
TOTAL	26.05

Section 8 Grievance Procedures

- The PHA has established informal review procedures for applicants and informal hearing procedures for assisted tenants.

- A hearing officer who is not an employee of the PHA is provided at informal tenant hearings. The hearing officer is provided under a services contract with the Los Angeles County Bar Association Dispute Resolution Services.

Home Ownership Programs

- **UPDATE** -The PHA is planning to administer a Section 8 homeownership program. Under this new Section 8 option, families may use the section 8 voucher towards payments of a mortgage.
- **UPDATE** -The program is expected to limit participants to those Section 8 families participating in the Family Self-Sufficiency program and serve 10 or fewer participants in a homeownership program.

Self Sufficiency Programs and Services (UPDATE)

- The PHA's Section 8 Family Self-Sufficiency program has 66 participating tenant families. The required number of tenant families is 16.
- The PHA has adopted appropriate changes to the rent determination policies to exclude income earned under welfare to work and job training to enhance the family's ability for long-term economic self-sufficiency.

###

Section 8 Resident Advisory Board (RAB)

MINUTES

Meeting of February 26, 2004

1.1 Welcome

Meeting called to order by Ray Vargas at 3:35 P.M. Madalyn Blake was not able to attend due to previously scheduled commitments.

Roll Call:

RAB Members Present: Dorothy Dery, Kenar Mosessian, Luis Ramirez, Nvard Sarkisyan, Robert Short, and Zoya Zakarian

RAB Members Absent: Jose Camejo, Vincentina DeWitt, and Carlos Gonzalez

Housing Authority Members Present: Don Mincey and Laura Parazian

Staff Present: Melina Mahmoudi, Ray Vargas and Cindy Williams

2.1 Introductions

Don Mincey and Laura Parazian both introduced themselves and explained their roles as Tenant Members.

(Mincey): Explained that the City Council are also members of the Housing Authority board. Mr. Mincey reported that he is currently Vice-Chair and Rafi Manoukian is the Chair of the Housing Authority. Both he and Mr. Manoukian selected Laura Parazian as the new Tenant Member. Mr. Mincey has served on the board for 6 years and represents the elderly on the Section 8 Program.

(Laura): Reported that she has served as Tenant Member for 8 months.

3.1 Self-Introductions

All present gave self-introductions.

(Ramirez): Stated that he appreciates serving on the board. He perceives the board as an opportunity to make the program help individuals succeed.

4.1 The Role of the Section 8 Advisory Board

The board members were given a handout to follow as Ray explained the following information.

Ray Vargas: Provided an overview and history of the Section 8 Program, spoke on the Department's Mission Statement and explained the roles of the Resident Advisory Board. The Public Housing Agency (PHA) Annual and 5-year plan were also explained to the board, and that the Department of Housing & Urban Development requires housing agencies to submit these plans.

Ray Vargas: He advised that the fraud investigators will be attending the next scheduled meeting to provide information on the fraud prevention program and obtaining criminal

background checks on program participants and applicants. The board members will have an opportunity to make comments on this issue.

(Mincey): Stated that Glendale has a good reputation in providing good services.

(Ramirez): Stated that it is important to educate each other and he feels that it is everyone's responsibility to report and to prevent fraud from occurring on the program.

Ray Vargas: Advised that a public meeting has been scheduled for March 30, 2004 to have the Housing Authority adopt the Public Housing Agency Annual Plan, and encouraged the members to attend this meeting.

4.1(a) Nominate & Designate a Resident Advisory Board Chair

(Dery): Nominated Luis Ramirez as Chair to the Resident Advisory Board.

(Zakarian): Seconded the nomination for Mr. Ramirez to preside as Chair.

(Ramirez): Inquired what the responsibilities of being a Chair consisted of. Mr. Ramirez accepted the nomination.

(Zakarian): Accepted the nomination of being co-chair to assist Mr. Ramirez and to act as chair when Mr. Ramirez is not able to attend the meetings.

The board accepted Mr. Ramirez and Ms. Zakarian as the Resident Advisory Board Co-Chairs.

5.1 Introduction to Public Housing Agency Five-Year and Annual Plan

Ray Vargas: Reviewed the Executive Summary and the needs of the families. The board was invited to attend the Project Achieve Open House scheduled for March 18th. Invitations will be passed out at March 11th meeting.

Ray Vargas: Advised the board that the Housing Authority has provided many housing opportunities to the elderly and to families, and that he will invite a staff member to a meeting to provide a summary of what the housing authority has done for the community.

Ray Vargas: Continued to explain the statistical information on the waiting list, the various financial resources, and admission preferences.

(Mosessian): Expressed the need of rent control in the City of Glendale.

(Zakarian): Suggested that the City should build units to sell to families and the mortgage that is paid should be used to build more units.

(Mincey): Advised that there are many issues involving the City to own units, including crime and the fact that there is no land to purchase in the City without displacing families.

(Ramirez): Stated that when families apply for public assistance they should have self-sufficiency goals.

(Mosessian): Stated that there are many commercial units and not enough residential units.

(Mincey): Stated that the units that have been built in partnership with the City of Glendale are good quality units.

(Ramirez): Stated that the City should look at long term needs, because the housing needs will eventually double.

(Sarkisyan): Advised that it takes many inspections to have a unit on Section 8 pass inspection. If more families owned units the need to have the units inspected would decrease.

(Mahmoudi): Provided translation the above for Nvard Sarkisyan.

Ray Vargas: Reviewed the Monthly Statistical Report that was given to the board members.

(Mincey): Explained that property owners did not want to make their units available to Section 8 voucher holders. The Dwelling Repair Grant was a great incentive program. He further shared an experience that he had when new property owners acquired the property where he resides did not want to participate with the Section 8 program, and that it was the good service that was provided by staff that made the difference.

(Zakarian): Stated that program education is important to both the families and property owners, and suggested that the board should market the Section 8 program.

Ray Vargas: Asked the board how they felt about an Owner Advisory Board.

(Zakarian & Ramirez): Both felt that it was a great idea. The other board members agreed.

6.1 Review of Calendar of Meeting Dates

Ray Vargas: Asked the board to make note of future meetings and that they would receive a notice in the mail.

7.1 Announcements

Ray Vargas: Shared with the board the problem currently existing with the vouchers that have been cancelled by the City of Los Angeles, and asked the board to consider the following information. A breakdown was provided to show the demographics of families involved.

Head of Households	84
Number of Persons	223
Elderly	30
Single Persons	4
Head of Households w/disabilities	36
Glendale Families	54
Head of Households on Glendale's waiting list	37

Options:

- 1) To absorb all 84 families and put on Glendale's waiting list using our preference system.
- 2) To absorb all 84 families and put on Glendale's waiting list using a lottery system.

- 3) Absorb only 37 families from our waiting list.
- 4) Absorb families that live in Glendale.
- 5) Not absorb any families and give them money from the Moving Assistance Grant to move.
- 6) Not absorb any families and let Los Angeles deal with problem.

Ray Vargas: Asked the RAB members to consider those families already on the waiting list when making comments to the above options.

(Short): Asked if the City of Los Angeles will approve rental assistance for the families if option 5 is approved.

(Zakarian): Feels that all of the families should be placed on Glendale's waiting list.

(Ramirez): Feels that all of the families should be placed on Glendale's waiting list but that their criminal background should be checked. He expressed concern due to a report he heard from the Glendale Police Department that crime in Glendale is committed from individuals not living in Glendale, and that individuals coming from Los Angeles might be involved in crimes.

(Short): Asked if the City of Glendale has considered changing their zoning ordinances regarding density.

(Mosessian): Feels that the City of Los Angeles should help these people.

(Zakarian): Inquired if these families are eligible for other public resources or other City funds. She also expressed frustration toward the City of Los Angeles for allowing this to happen.

(Parazian): Reported that she heard that there are over 2000 vouchers that have been cancelled by the City of Los Angeles, and that many of these families are desperate.

8.1 Adjournment

Ray Vargas: Thanked the board members for their attendance, and the meeting was adjourned at 5:25 P.M.

Section 8 Resident Advisory Board (RAB)

MINUTES

Meeting of March 10, 2004

1.2 Welcome

Meeting called to order by Luis Ramirez, Chairman at 3:40 P.M.

Roll Call:

RAB Members Present: Jose Camejo, Dorothy Dery, Carlos Gonzalez, Kenar Mosessian, Luis Ramirez, and Zoya Zakarian

RAB Members Absent: Vincentina DeWitt, Nvard Sarkisyan, and Robert Short

Housing Authority Members Present: Laura Parazian

Staff Present: Mario Acuna, Joe Jimenez, Melina Mahmoudi, Ray Vargas and Cindy Williams

All present gave self-introductions.

2.1 Approval of Minutes of Meeting of February 26, 2004

Minutes were approved by the board.

(Mosessian): Commented that implementing rent control in the City of Glendale would benefit the residents, and would allow renters to save money to purchase a home. Also, commented that the City should allow developers to build more high-rise buildings to utilize the land more efficiently.

3.1 Old Business

Ray Vargas: Encouraged members to attend the Project Achieve Open House on March 18th between the hours of 12:00 Noon and 3:00 p.m. Invitations were passed out to all the members.

(Mosessian): Inquired if the families from Los Angeles that were having their vouchers cancelled could apply for the units that are being constructed.

(Ramirez): Inquired if Section 8 participants have priority for those units.

Ray Vargas: Responded that anyone can apply for the units that are currently being constructed. Residents outside the City of Glendale are also eligible to apply.

(Ramirez): Shared his personal experience in court and that he is being required to move from his current residence by May 1st. He shared his frustrations on having to move and he wants to continue to reside within the City of Glendale.

Ray Vargas: Reported that the "Just Cause" policy does not include the Section 8 program because the program has its own provisions in protecting tenants.

(Mosessian): Stated that tenants have no protection against property owner's actions, and sometimes feels uneasy to report problems concerning the unit to the owner.

(Zakarian): Reiterated the importance of educating the owners on the program. She feels that Section 8 families are given a certain stereotype, and that it is important to break the fears property owners have on renting units to families having a Section 8 voucher and in dealing with the City. It is her opinion that property owners do not want to expose themselves to the City for fear of what might be expected of them. Ms. Zakarian also stated that rent is not the issue, but from past experiences, she finds that property owners dislike the Section 8 program.

Ray Vargas: Explained that there are certain procedures that are required when working with a property owner; such as verifying ownership of their property and asking the owners for their social security number for tax purposes. Any ideas the members have would be welcomed and should be shared at the next meeting. Steven Koszis is scheduled to speak at the next meeting on "Educating Owners".

(Ramirez): Stated that property owners behave differently toward Section 8 families, and that more investigators and inspectors are needed to investigate fraud. Expressed that contracts and rental agreements should be in different languages so tenants can understand their obligations; and the agreements signed between property owners and tenants should be consistent in what the owners provide the Section 8 office. Mr. Ramirez further stated property owners are asking the tenants to pay more than is required toward the rent, and families are paying this amount in order to keep from getting evicted.

(Jimenez): Asked the members to notify the office if they know of any Section 8 family making extra payments to the owner. Mr. Jimenez stated that an investigation would be conducted on the matter.

4.1 Discussion: "Section 8 regulation regarding applicants and tenants with criminal or drug abuse histories."

Ray Vargas: Introduced Joe Jimenez and Mario Acuna and summarized their duties as Program Compliance Investigators.

Mr. Vargas asked the members to review the handout given to them reflecting the proposed procedures on the criminal or drug-related activity screening for Section 8.

(Gonzalez): Asked for clarification on the meaning of "guests".

(Zakarian): Stated that she does not feel that it is unfair to terminate the entire family if a minor child commits a crime. She would feel more comfortable if the problem could be remedied another way.

(Ramirez): Expressed that the family should be terminated.

(Jimenez): Shared a case that he was involved in where it involved juveniles and credit card and identity theft.

(Zakarian): It is her opinion that punishing families would cause more serious problems. Ms. Zakarian shared a story about a parent throwing out a child for stealing money from the family. The child was later found in the streets using illegal drugs. She inquired if the family member committing the crime could be removed from the household.

(Jimenez): Responded that when a juvenile is involved, many times that juvenile is not removed from the household.

Ray Vargas: Stated that in most cases minors are not involved, and that we would terminate the family for repeated serious crimes only in serious cases involving adult members.

(Mosessian): Shared her experience with strangers coming into the complex's garage where she resides, and that she had confronted suspicious individuals that were near her car.

(Zakarian): Asked if we would allow the families that had minors involved in crimes to continue to receive rental assistance.

(Jimenez): Gave an example of a family with a minor child who has gang affiliation; by having the parents allow this child to be in this environment it violates the peace and enjoyment of their neighbors.

(Acuna): Explained that the definition of fraud is to receive benefits by falsifying documents and through trickery.

Ray Vargas: Asked the members to review the proposed changes and to provide comments.

(Zakarian): Asked for clarification on some of the crimes listed and inquired why these crimes were not initially included in the plan.

(Jimenez & Acuna): Provided examples on some of the crimes listed under the proposed procedures.

(Dery, Mosessian & Ramirez): Approved the proposed procedures.

(Jimenez): Reported that the City of Glendale provides education on how to prevent crimes on the city's cable channel and printed material are available at the front desk of the Police Department.

(Mosessian): Stated that she has seen undercover police officers questioning individuals with late model luxury cars and searching those vehicles.

Ray Vargas: Advised that anyone can call the office to report suspected program fraud without giving their name.

(Zakarian): Stated that it is not easy to recognize someone receiving rental assistance. Ms. Zakarian asked for clarification on the categories listed under the California Vehicle Code.

(Jimenez): Indicated that the Hit and Run violation refers to a felony crime and that each case and the seriousness of the crime is reviewed on an individual basis.

(Gonzalez): Asked for clarification on forgery.

(Jimenez): Provided an explanation to Mr. Gonzalez.

Ray Vargas: Asked the members to review the time period where criminal history is evidenced to be extended to five years.

(Jimenez): Provided examples on actual cases where families with serious criminal records have been allowed to receive Section 8 rental assistance based on our current policy. Mr. Jimenez further explained that the current policy limits the Housing Authority to look at a family member's criminal record for 3 years prior of requesting admission to the program.

(Zakarian): Approved the proposed 5-year time frame, and stated that it is important to help individuals exemplifying responsibility and trying to make a good life for their family. Ms. Zakarian stated that she feels comfortable approving the proposed changes after having the procedures explained to her.

Ray Vargas: Stated that it is not the Housing Authority's intent to deny opportunities and is hopeful that the Housing Authority approves the proposed changes. The current funding is limited and it is important to follow the rules governed by the Department of Housing & Urban Development, and that the family has a responsibility to follow program regulations and be law abiding citizens.

(Mosessian): Stated that it is important to educate parents on making their children be responsible for their actions.

5.1 Announcements

Ray Vargas: Encouraged the members to attend the Public Hearing on March 30th and that their comments are important.

6.1 Adjournment

Ray Vargas: Thanked the board members for their attendance, and the meeting was adjourned at 5:15 P.M. by Chairman Luis Ramirez.

Section 8 Resident Advisory Board (RAB)

MINUTES

Meeting of March 18, 2004

1.3 Welcome

Meeting called to order by Zoya Zakarian, Co-Chairperson at 3:35 P.M.

Roll Call:

RAB Members Present: Jose Camejo, Dorothy Dery, Vincentina DeWitt, Carlos Gonzalez, Kenar Mosessian, Luis Ramirez, Robert Short, and Zoya Zakarian

RAB Members Absent: Nvard Sarkisyan

Housing Authority Members Present: Laura Parazian

Staff Present: Steven Koszis, Melina Mahmoudi, Ray Vargas, Cindy Williams, and Peter Zovak

All present gave self-introductions.

2.1 Approval of Minutes of Meeting of March 10, 2004

Minutes were amended to exclude first comment made by Zoya Zakarian on page two of the March 10th minutes. CORRECTION: (Zakarian): "A family will not be terminated from the Section 8 program, if the parents are not aware that their minor child is involved in any criminal actions. However, the family will be terminated if the parents are aware of such actions and the criminal actions are continuous."

(Zakarian): Commented that immigrant families are faced with more challenges.

(Ramirez): Commented that parents must be held responsible for their children.

(DeWitt): Commented that a family should be responsible to seek help if their child has a problem.

(Short): Reminded the members that assistance is available through the court system for parents that have children with problems.

3.1 Presentation on Affordable Housing Units

(Zovak): Provided an explanation on the activities and responsibilities of the Housing Development & Preservation section. Information on existing projects and projects in the development stage was handed out, as well as information regarding the components of housing, the financial sources, rental types and the percentages of who is served by the different developments.

Mr. Zovak reported that the department has a first time homebuyer program. Due to the rising cost of housing, two-bedroom condominiums are the most affordable types of units in the City of Glendale, but are becoming increasingly difficult to find in today's housing market.

Mr. Zovak announced that applications for the housing senior project that is currently being developed on Harvard Street are now being taken through March 31st. The

development will serve lower income senior individuals. Individuals must be 65 years of age to qualify for this project. The department has received over 3000 application requests and the requests for applications are expected to double by the deadline date of March 31st.

(Ramirez): Shared his experience with friends that are losing their homes due to the supermarket strike. He further stated that the government needs to get involved to allow more families to qualify for mortgage loans. He further stated that many individuals such as him have had hardships that have affected their good credit.

(DeWitt): Stated that she had recently learned that the median price of a home in Glendale was \$359,000.

(Zovak): Stated that council wants programs that balance the different aspects of affordable housing. He further explained that his section sponsors first time home buyer seminars that addresses several issues involved in purchasing and maintaining a home. Some of the issues are dealing with your credit rating, budgeting, and house maintenance.

(Mosessian): Stated that her daughter just recently completed her college education and is looking to purchase a home.

(Zovak): Commented that one of the problems home buyers encounter is qualifying for a mortgage loan with a bank. He further stated that having a strong employment history is one of the factors a bank reviews in approving a mortgage loan. Although you may qualify under the first time homebuyer program, you must still qualify for a loan with a bank.

Mr. Zovak announced that the median price of a single family dwelling in Glendale is \$500,000. Information on the next seminars will be given to Ray Vargas to forward the information to the board members. A seminar in the Armenian and Spanish language are provided annually.

Mr. Zovak summarized the completed projects referred to in the hand-outs, and explained that the many challenges are acquiring property within the City of Glendale.

(Ramirez): Inquired how the option to buy under the Section 8 program works.

(Koszis): Explained how the housing voucher can be used to purchase a home, and how families can utilize the Family Self Sufficiency program to assist in the purchase of a home.

(DeWitt): Inquired how many families bought a home in the last year using their housing voucher.

Ray Vargas: Responded that a few families are ready to purchase a home but that there are have been no families that have taken advantage of this program as of yet.

(Zovak): Stated that it is very difficult to buy a home even with the various sources of funding provided to individuals.

(Ramirez): Inquired where the home has to be located.

(Zovak): Responded that the home must be located in the City of Glendale.

(Zakarian): Inquired how a family is able to purchase a home with income that fluctuates, and how is the assistance affected under the Section 8 program due to the unstable income.

Vargas/Koszis: Explained that the mortgage assistance and rental assistance is determined the same way.

(Zovak): Explained that individuals are assisted with the down payments with grants of up to \$20,000 and loans of up to \$80,000.

(Mosessian): Indicated that purchasing a home is a big decision and can be a frightening experience.

(Zakarian): Stated that participating with the Family Self Sufficiency program was a positive experience and was very motivating. She agreed that it is an uneasy feeling not knowing what problems can occur. Participating under the Section 8 program provides a safety net for her. Asked what the city could do to give individuals the confidence needed in making the decision to purchase a home.

Ray Vargas: Concurred that purchasing a home can be intimidating and advised that Steven Koszis can provide the resources needed through the FSS program.

(Koszis): Explained that the escrow money earned under the FSS program and money from the IDEA program can be used toward a down payment.

(Ramirez): Stated that the government has a lot of land that can be used to build homes and allow individuals to purchase the homes from the government or to allow the individuals to purchase the land and be able to build their own homes.

(Zovak): Announced that Habitat for Humanity works similar. Families chosen for the homes must provide 500 hours in building their own homes.

(Ramirez): Inquired how he can learn to budget and repair his credit. Stated that 3 out of every 5 Americans have credit problems.

(Zovak): Stated that the seminars are available to address those same issues. Credit reports are provided to families attending the seminars, and a segment of the seminar shows you how to read your credit report and explains how you can address discrepancies on the credit reports.

(Koszis): Explained that it is very important to clean up your credit before you start the process of purchasing a home.

(Parazian): Announced that she attended a ground breaking ceremony at the site of the next Habitat for Humanity. The four families selected for the units were present with their children. The families chosen were of 2 Hispanics descents, 1 Armenian family, and 1 Filipino family.

Ray Vargas: Announced that a FSS graduate had been selected for a previous Habitat for Humanity unit. This graduate was a single parent with three children.

(Koszis): Advised that there are loan programs that work with families that are self-employed.

(Zovak): Advised that he will provide information to Ray Vargas on upcoming projects and reminded the members that applications for the Heritage Park are due the end of March. He thanked the members for their attention and left the meeting.

4.1 Discussion: “Owner Involvement in the Section 8 Program and a Report on the Family Self-Sufficiency Program (FSS)”

(Kozsis): Provided a summary on the FSS report submitted to the Department of Housing & Urban Development and the bar graph referring to incomes of FSS participants. Mr. Kozsis further explained that in order to graduate from the FSS program you must be off of welfare benefits and working, or have an income which makes a family responsible for the entire monthly rent.

(Ramirez): Inquired if Steven Kozsis worked personally with the families on the FSS program.

(Kozsis): Responded that he works personally with the family and models a contract individually for the family.

(Zakarian): Asked if the FSS newsletter could contain success stories in order to motivate other families. She also stated that her housing advisor, Daniel Ornelas was good motivator for her.

Ray Vargas: Explained that there are many partners at the Verdugo Job Center (VJC) that help Steven work with the families to achieve their goals.

(Kozsis): Provided different examples of the programs available at the VJC, and explained the difference segments of the FSS program. He further explained that jobs are not guaranteed but that the clients must the jobs they are referred to.

(Mosessian): Stated that she had received an appointment with the previous FSS coordinator and did not feel comfortable with the program at that time. She shared an experience in which she had felt discouraged by an employer when she was looking for employment. She inquired if the jobs are available to Steven.

(Kozsis): Agreed to meet with Ms. Mosessian.

(DeWitt): Explained that employers should not discriminate against age.

(Kozsis): Explained that the VJC provides interviewing technique classes, and that neighboring cities can provide assistance to families with children displaying problems.

(Zakarian): Suggested that new families on the Section 8 program be required to attend a meeting that can educate and guide them on how to better themselves financially. Welfare can be destructive and makes the families become dependent on the welfare system.

(Mosessian): Stated that it takes an average of 5 years for immigrant families to get accustomed to the western culture.

(Kozsis): Advised that the welfare program has a program called GAIN that requires the adults to look for jobs.

(Zakarian): Stated that the GAIN program does not work and it does not provide any motivation. She further stated that the City provides inspiration and the welfare program provides the opposite.

(Ramirez): Stated that he voluntarily went to the GAIN program and feels that it is a waste of tax payer's money.

(Parazian): Stated that she obtained an employment with the city's credit union with the assistance of Steven and a program offered through the Adult Glendale College called "Step Program". The college provided her the ability to take typing and computer classes. She expressed that she very happy and is very appreciative of Steven's hard work and the FSS program.

Ray Vargas: Encouraged the members to contact Steven and to continue their support of the FSS program. Mr. Vargas further explained that HUD & Congress are looking to stop the funding of the FSS coordinator position, and that he will look to the members and may ask for their support in the coming month.

(Zakarian): Indicated that we should not wait and address the problem immediately.

Ray Vargas: Indicated that he and Steven will provide sample letters for them to sign.

Ray Vargas: Asked the members on ways to get the owner involved in the Section 8 program, and if a newsletter similar to the FSS program should be developed exclusively for property owners.

(Mosessian): Stated that property owners should be invited to be present at the annual inspections, and that tenants should be honest on what repairs need to be done.

Ray Vargas: Explained the current inspection procedures, what the inspectors look for and what is required from the property owners.

(Zakarian): Stated that 99% of the tenants do not want to report deficiencies with property owners present.

(Ramirez): Stated that most owners do not want to rent to Section 8 tenants, and the incentive to have the cost of repairs be reimbursed by the city was very attractive to property owners.

Ray Vargas: Explained that the funds for the Dwelling Repair Grant has depleted and that incentive program is no longer available. The funding source was available through the Housing Preservation & Development section administered by Peter Zovak. The grant allowed owners to receive a maximum of \$3,000 per unit.

(DeWitt): Explained that her property owner took utilized the program to make repairs and had to complete the same repairs after the tenant moved out.

(Mosessian/DeWitt): Stated that property owners will complete the repairs and then raise the rent.

(Ramirez): Advised the members to review their agreements they have with their property owners. Owners are charging side payments and losing their court cases due to the inconsistency of agreements.

Ray Vargas: Advised that owners should not be charging more rent, and this is an opportunity to work and educate the owners. He further stated that property owners are partners to the program, and that the program both serves property owners and tenants, and that Section 8 tenants should not be treated differently.

Mr. Vargas stated a meeting will be held with the members to go over ideas on how to work with property owners. The program goal is to share ideas on how the program can better serve the owners. He further explained that the city met with owners and that customer service surveys were mailed to owners in the past.

(Mosessian): Stated that property owners should permit pets and charge additional money for pets.

(Zakarian): Suggested that a newsletter be developed for owners that display humor.

5.1 Announcements

Ray Vargas: Invited the members to the Public Hearing on the Public Housing Agency Annual Plan on March 30, 2003 at 2:30 p.m. in the City Council chambers, and that the sample letters will be mailed to the members to support the FSS program. Indicated that their support is very important.

(Ramirez): Stated that he would volunteer his services to help educate property owners.

6.1 Adjournment

Ray Vargas: Thanked the board members for their attendance, and the meeting was adjourned at 5:40 P.M. by Chairman Luis Ramirez.

Public Hearing

Public Housing Agency (PHA) Annual Plan

Section 8 Tenant-Based Rental Assistance

The *Housing Authority of the City of Glendale* is preparing to submit its FY 2002-2003 **Public Housing Agency (PHA) Annual Plan** to the U.S. Department of Housing & Urban Development. The Annual Plan reports resources and statistics regarding the Section 8 Tenant Based Rental Assistance Program for the *City of Glendale*.

A Public Hearing on the proposed Annual Plan will be conducted by the Housing Authority of the City of Glendale, March 26, 2002 at Glendale City Hall Council Chamber, 613 East Broadway, 2nd Floor at 2:30 p.m. The proposed PHA Annual Plan and a summary of the revisions are available by calling (818) 548-3936 or can be viewed on the Internet at:

<http://www.ci.glendale.ca.us/government/documents.html>

Written comments may also be submitted to: *City of Glendale, Department of Community Development and Housing, Attn: Section 8 Administrator, 141 N. Glendale Avenue, Room 202, Glendale, CA 91206.*

**The City of Glendale Housing Authority
Welcomes Your Comments &
Suggestions**

“Section 8 Annual Plan”



Learn about the Housing Authority's Section 8 Annual Plan and statistical updates about the program's funding and services.

Learn how the Section 8 program is working to make Section 8 assisted housing *work* to serve owners and residents of the City.

Beginning February 12, 2004 you can view the plan:

- ❖ Visit the Community Development & Housing webpage at www.cdh.ci.glendale.ca.us
- ❖ Visit a City of Glendale Public Library
- ❖ Or, call the Section 8 office at (818) 548-3936 to obtain a summary of the Plan. The summary is available in English, Armenian and Spanish.

The Public Hearing on the PHA Annual Plan will be held Tuesday, March 30, 2004 at 2:30 P.M. at the Glendale City Council Chamber, 613 E. Broadway, Glendale, CA 91206.

***Comments due by
March 25, 2004***



Send your comments to:

**City of Glendale
Department of Community
Development and Housing
141 North Glendale Avenue #202
Glendale, California 91206**

ATTACHMENT D